Icon

Description automatically generated

**WARDROBE**

**Costume Loan Request**

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Date

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Person/Group Making Request

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Address

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Phone Number

Costumes Requested (Describe in sufficient detail: number loaned, type, color, pieces per, etc.)

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**Costume Laundering/Cleaning Instructions (if necessary)**

Hand or machine wash on delicate in cold water.

Hang dry (please do not use wire hangers as they cause rust spots).

Dry Clean by Baryames Cleaners.

Date to be returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree that all costumes (and associated pieces) borrowed will be returned in as good condition as when loaned out. All pieces will be accounted for when the costumes are returned. I agree to launder costumes as noted above prior to their return. Costumes will be retuned by the date listed above. No alterations should be done without the approval of a CBT Wardrobe Chair. Any approved alterations or changes to the costume(s) should be removed prior to returning them. ***In the event that a costume, or costumes, are damaged, destroyed, or are otherwise not returned, I agree to pay for the cost of replacement as determined by a Wardrobe Chair in consultation with the CBT Board.***

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Signature of Requester

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Signature and Title of CBT Representative

Wardrobe Copy Borrower’s Copy